

SUPERIOR COURT OF CALIFORNIA, COUNTY OF BUTTE
REQUEST FOR QUOTE (RFQ)

RFQ NO.: 2210

Date Issued: April 7, 2009

From (Court Contact Info):

Superior Court of California, County of Butte
Administration
One Court St.
Oroville, CA 95965

To:

Vendor: _____
Address: _____

Buyer: Phillip Simpson

Contact: _____

Phone: 530 532-7240 Fax: 530 538-8567

Phone: _____ Fax: _____

E-mail: psimpson@buttecourt.ca.gov

E-mail: _____

Acceptable Delivery Methods: Mail or Express Delivery: Email: Facsimile:

THIS IS NOT AN ORDER

Deadline For Submitting Questions: April 28, 2010 1:00pm (Pacific Time)

Quote Submittal Date: May 5, 2010 1:00pm (Pacific Time)

Required Delivery Date: Ongoing, 3 years **Payment:** Net 45 days

Evaluation Criteria – Quotes will be evaluated to determine the quote that offers the best value to the Court. The evaluation will be based upon the following criteria, listed in order of descending priority. Although some factors are weighted more than others, all are considered necessary, and a quote must be technically acceptable in each area to be eligible for award. With regards to cost, the Court reserves the right, in its sole discretion, to reject any quote whose price is outside of the competitive range.

<i>Cost/Pricing factors</i>	<i>Experience on similar assignment.</i>
<i>Customer references</i>	<i>Inspection of vendor facility</i>

Description of Requested Service

See Attachment A, Description of Requested Service - Document Microfilming and Destruction

Other information: The Solicitation Instructions and General Terms and Conditions are attached.

SOLICITATION INSTRUCTIONS

SUBMITTAL OF QUOTES AND RESERVATION OF RIGHTS

The vendor must complete one copy of the Request for Quote form (“RFQ form”). The completed RFQ must be delivered to the Court contact listed on the RFQ form prior to the quote submittal date and time indicated.

All information entered on the RFQ must be clearly written or typed. No erasures are permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by the person signing the RFQ.

The Court reserves the right to reject any and all quotes, in whole or in part, as well as the right to issue similar RFQs in the future.

RFQ ADDENDA

The Court may modify this solicitation document prior to the date fixed for submission of quotes by providing notice to potential proposers. If any potential vendor determines that an addendum unnecessarily restricts its ability to propose, it must notify the Court no later than three (3) business days following the date the addendum was provided.

Pricing shall reflect all addenda issued by the Court. Failure to do so will permit the Court to interpret the quote to include all addenda issued in any resulting contract.

PRE-QUOTE CONFERENCE/WALK-THROUGH

The Court may require that interested vendors attend a mandatory pre-quote conference to discuss the scope of work. If the Court elects to require a pre-quote conference, the Court will notify vendors of the location, date and time. In the event a potential vendor is unable to attend the pre-quote conference, an authorized representative may attend on their behalf. A representative may only sign in for one vendor. Quotes from vendors who did not attend the pre-quote conference will not be accepted and will be returned unopened.

AMBIGUITY, DISCREPANCIES, OMISSIONS

If a vendor submitting a quote discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation document, the vendor shall immediately provide the Court written notice of the problem and request that the solicitation document be clarified or modified.

If prior to the quote submittal deadline a vendor submitting a quote knows of or should have known of an error in the solicitation document but fails to notify the Court of the error, the vendor shall submit a quote at its own risk, and if the vendor is awarded the purchase, the vendor shall not be entitled to additional compensation or time by reason of the error or its later correction.

CONTACT WITH COURT

Questions regarding this RFQ must be directed to the individual named in the Court Contact Info on the RFQ form. Vendors are specifically directed NOT to contact any other Court personnel or consultants regarding this RFP at any time prior award. Unauthorized contact with any Court personnel or consultants may be cause for rejection of the vendor’s response.

ACCEPTANCE OF TERMS

The requested goods and services will be provided pursuant to the attached terms General Terms and Conditions. Submittal of a proposal indicates that the vendor accepts the General Terms and Conditions.

CONFIDENTIAL OR PROPRIETARY INFORMATION

All materials submitted in response to this solicitation will become the property of the Court and will be returned only at the Court’s option and at the expense of the vendor submitting the quote. One copy of a submitted quote will be retained for official files and become a public record. Any material that a vendor considers as confidential but does not meet the disclosure exemption requirements of the California Public Records Act should not be included in the vendor’s proposal as it may be made available to the public.

ERROR IN SUBMITTED QUOTE

If an error is discovered in a vendor’s quote, the Court may at its sole option retain the quote and allow the vendor to submit certain arithmetic corrections. In determining if a correction will be allowed, the Court will consider the conformance of the quote to the format and content required by the solicitation, the significance and magnitude of the correction, and any unusual complexity of the format and content required by the solicitation.

If prior to an award, a vendor discovers a mistake in their quote that renders the vendor unwilling to perform under any resulting contract, the vendor must immediately notify the Court in writing and request to withdraw the quote. It shall be solely within the Court’s discretion as to whether withdrawal will be permitted.

End of Instructions

GENERAL TERMS AND CONDITIONS

ACCEPTANCE: BY DELIVERING THE ORDERED GOODS OR SERVICES, SELLER AGREES TO THE SPECIFICATIONS, TERMS, AND CONDITIONS SPECIFIED ON THE FACE AND REVERSE OF THIS DOCUMENT AND ANY REFERENCED DOCUMENTS (COLLECTIVELY, THE "ORDER"). SELLER'S ADDITIONAL OR DIFFERENT TERMS AND CONDITIONS ARE EXPRESSLY EXCLUDED FROM THIS ORDER AND THE COURT DOES NOT AGREE TO SUCH TERMS OR CONDITIONS. THIS ORDER'S TERMS AND CONDITIONS MAY ONLY BE VARIED BY A WRITING SIGNED BY THE COURT'S DULY AUTHORIZED REPRESENTATIVE. SELLER MAY NOT ALTER, ADD TO, OR OTHERWISE MODIFY THESE TERMS AND CONDITIONS.

AUDIT RIGHTS: Seller agrees to maintain records relating to performance and billing by Seller under this Order for a period of three years after final payment. During the period of time that Seller is required to retain such records, the Court or its representative may, during normal business hours, inspect and make extracts or copies of such records and other materials for purposes of confirming the accuracy of invoices submitted hereunder.

CHANGES: No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the Court.

DELIVERY AND PACKING SLIPS: Time is of the essence to delivery and any other performance required of Seller. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or any other purpose shall be paid by the Court unless it is expressly included on the face of this Order. Unless stated otherwise in this Order, the shipping point for all deliveries under this Order shall be F.O.B. "Destination". Unless otherwise shown on this Order, on "F.O.B. Shipping Point" transactions, Seller shall arrange for lowest-cost transportation, prepay and add freight to its invoice, and furnish supporting freight bills over \$25. If delivery is to be made by a carrier, an itemized delivery ticket must be attached to the outside of the package. Each container must be marked with the Order number, part number and quantity. Any itemized packing slip bearing the Court's Order number as shown thereon must be left with the goods to insure their receipt.

INDEMNITY: SELLER SHALL INDEMNIFY AND HOLD HARMLESS THE COURT AND ITS OFFICERS, AGENT AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, LIABILITIES, COSTS AND EXPENSES ARISING OUT OF OR RESULTING IN ANY WAY FROM ANY DEFECT, WHETHER LATENT OR PATENT, IN THE GOODS OR SERVICES PURCHASED HEREUNDER OR FROM ANY ACT OR OMISSION OF SELLER, ITS AGENTS OR EMPLOYEES, INDEPENDENT CONTRACTORS OR SUBCONTRACTORS. THIS INDEMNIFICATION SHALL BE IN ADDITION TO THE WARRANTY OR OTHER OBLIGATIONS OF SELLER AND SHALL APPLY WITHOUT REGARD TO WHETHER THE CLAIM, DAMAGE, LOSS, LIABILITY, COST OR EXPENSES IS BASED ON BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER LEGAL OR EQUITABLE THEORY. THE INDEMNITY SHALL SURVIVE DELIVERY AND ACCEPTANCE OF GOODS OR SERVICES.

INFRINGEMENT PROTECTION: Seller shall hold the Court and its officers, agents, and employees harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, or patented or unpatented invention, article, or appliance furnished or used in connection with this Order.

INSPECTION AND ACCEPTANCE: Notwithstanding any prior inspection or payments, all goods and services delivered hereunder shall be subject to final inspection and acceptance or rejection by the Court at any time within thirty days after delivery to the Court. All items which are not in compliance with the specifications hereof, which are not as warranted or which are shipped late, shipped in excess or insufficient quantities or substituted for items ordered hereunder may be rejected by the Court and returned or held at Seller's expense and risk. Payment shall not constitute an acceptance of the material nor impair the Court's right to inspect or any of its remedies.

INSURANCE: Seller agrees, warrants and represents to the Court that Seller shall maintain adequate insurance to cover any liabilities that may occur in the performance of services and delivery of goods under this Order. Seller further warrants and represents to the Court that Seller shall maintain adequate insurance to cover any public liability, property damage and/or automobile liability for any damage incurred with Seller's performance of any work on or about the Court's premises or third-party premises to which the goods and services are to be delivered as indicated on the face of this Order. Seller shall maintain proper Workers' Compensation Insurance covering all employees providing service or performing work under this Order.

INVOICES, PAYMENT AND SETOFF: The Court shall have no obligation to pay for any item until one original and two copies of a correct, itemized invoice for the item is received at the address shown on the face of this Order. Payment is due thirty days from receipt of a correct, itemized invoice. Each invoice shall be printed on Seller's standard printed bill form, and shall include at a minimum (i) the Order number, (ii) Seller's name and address, (iii) the nature of the invoiced charge, (iv) the total invoiced amount, and (v) such detail as is reasonably necessary to permit the Court to evaluate the goods received and the services performed, if any, including without limitation the number of hours worked and the applicable hourly rate. Amounts owed to the Court due to rejections of goods or services or discrepancies in an invoice shall be, at the Court's option, fully credited against future invoices payable by the Court, or paid by Seller within thirty days from Seller's receipt of a debit memo or other written request for payment by the Court. The Court shall have the right at any time to set off any amount owing from Seller to the Court against any amount payable by the Court pursuant to this Order or any other transaction or occurrence.

LEGAL COMPLIANCE: (a) Seller shall observe and comply with all federal, state, city, and local laws, rules, and regulations affecting goods and services under this Order. (b) Seller and its subcontractors, if any, shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40), sex or sexual orientation. Seller shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Seller and its subcontractors, if any, shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (c) Seller shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 USC Sec. 012101 et seq.) which prohibits discrimination on the basis of disability, as well as with all applicable regulations and guidelines issued pursuant to the ADA.

MATERIAL SAFETY DATA SHEETS: If some or all of the goods being provided by Seller are on CAL OSHA's "Hazardous Substances List," Seller shall, upon request, forward a completed Material Safety Data Sheet (MSDS) to the Court.

RISK OF LOSS: Seller shall bear the risk of loss or damage to the ordered goods until Seller delivers the goods to the Court's place of business unless a different F.O.B. point is indicated on the face of this Order. Notwithstanding such delivery, Seller shall bear the risk of loss or damage to the goods purchased under this Order in the event of and from the time the Court gives notice of rejection or termination of this Order.

STATUS AS INDEPENDENT CONTRACTOR AND SUBCONTRACTS: Seller is an independent contractor and while performing work on or off the Court's premises neither it nor any of its agents or employees shall be considered agents or employees of the Court. Seller shall not subcontract or delegate its obligations under this Order without the prior written consent of the Court.

TERMINATION: The Court may terminate all or part of this Order for any or no reason at any time by giving notice to Seller. Should Court terminate this Order for convenience, the Court's liability shall be: (a) for standard or off-the-shelf products, a reasonable restocking charge not to exceed ten percent of the purchase price; (b) for custom products, the lesser of (i) a reasonable price for raw materials, components, work in progress, and any finished units on hand, or (ii) the price, set forth in this Order, per finished unit, after giving effect to any discount the Court would otherwise be entitled to. For termination of any separate services specifically ordered, liability shall be the lesser of (a) a reasonable price for the services rendered prior to termination, or (b) the price for the services. If any hourly or other time-based rate for services is specified in this Order, such rate shall be used in determining a reasonable price. Upon receipt of a termination notice, Seller shall, unless otherwise directed, cease work and follow the Court's directions as to work in progress and finished goods.

WARRANTIES: Seller warrants that all goods delivered shall (a) be free from defects in workmanship, material, and manufacture (including, without limitation, defects which could create a hazard to life or property); (b) be new, not refurbished or reconditioned, unless stated otherwise in this Order; (c) be of merchantable quality and shall be fit for the purposes intended by the Court to the extent disclosed by Seller; (d) comply with the requirements of this Order; and (e) comply with all applicable laws and regulations. Seller further warrants that all services shall be rendered in a good and workmanlike manner by skilled personnel in compliance with all applicable laws and regulations.

End of General Terms and Conditions

Description of Requested Service

Attachment A

Description of Requested Service - Document Microfilming and Destruction

A. Background

The Superior Court of California, County of Butte is located in Oroville, California, 70 miles north of downtown Sacramento. Approximately every 6 months we have 40 to 50 banker's boxes (12" x 15" x 10") of old case files that need to be archived. The court prepares the case files by removing the confidential documents (which are folded in half in manila envelopes) and placing the case files in banker's boxes. The manila envelopes with the confidential documents are placed in separate banker's boxes. The vendor is then expected to pick up the boxes, film the contents, make PDF files, and either destroy the original documents or return them to the court at the court's option.

B. Scope of Work

Overview

The vendor shall:

1. Pick up the boxes of case files and confidential documents
2. Prepare the files for document conversion by removing fasteners
3. Film the documents using a silver base emulsion (confidential documents must be placed on separate rolls of film)
4. Convert the film to PDF with each case in a separate PDF and place the PDF files on CDROM. Confidential files must be placed on a separate set of CDROMs.
5. Create one diazo copy of each original silver film
6. Provide the silver and diazo films and CDROMs to the court.
7. The court will have the vendor either:
 - a. Return the boxes of case files and confidential documents or
 - b. Shred the documents within seven (7) days after:
 - i. The court has reviewed the films, CDROMs, and indexes and
 - ii. The court has provided the vendor with a destruction approval notice
 - iii. Once the documents have been shredded, the vendor shall provide the court with certification that the documents have been shredded within fifteen (15) days.

Microfilm Production Requirements

1. BACKGROUND DENSITY RANGE, CAMERA FILM: 0.80 to 1.20, measured as visual diffuse transmission density in accordance with ANSI PH2.19. Background density applies to all images.
2. BASE PLUS FOG (Dmin): Dmin shall not exceed 0.08.
3. RESOLUTION: At 24x, 5.0 chart pattern; at 40x, 3.2 chart pattern. Resolution must be read from corner to center to corner in all directions, on all test charts.
4. ORIGINAL SILVER FILM AND SILVER COPIES: 16mm x 100 feet x 5 mil thick, non-perforated, polyester, high-contrast (gamma 3.0 to 4.0) panchromatic film. Film shall be in accordance with ANSI IT9.1.
5. IMAGE ORIENTATION: comic or cine, simplex or duplex mode, whichever uses less film at the numerically smallest reduction ratio.
6. FILM STABILITY: All silver gelatin film shall be monitored for stability in accordance with ANSI IT9.1 A sample of clear film shall be subjected to the methylene blue test, procedure 2 (high range thiosulfate) for residual thiosulfate ion, in accordance with ANSI PH4.8 (re ANSI IT9.1, table 4, 0.14 g/m2 max.). Each processor employed for this project shall be tested once weekly, preferably when the microfilm covered by these

Description of Requested Service

guidelines is processed. The test certificate shall be mailed directly to the court. The stability of the film is tested by sampling; therefore, failure of the test will require re-filming all microfilm in the untested batches that precede and follow the failed sample. Diazo duplication film should be processed in accordance with ANSI/ISO 8225 –1995, ANSI/NAPM IT 9.5-1996 IT9.-1987 Ammonia processed diazo film specifications for stability.

7. CASE FILE ORDER: All case files shall be filmed in numerical sequence

8. TARGETING AND SEQUENCE: Each roll shall contain:

START OF ROLL

- a. Clear leader 24" minimum
- b. START target (eye-legible)
- c. ROLL NUMBER (eye-legible)
- d. Resolution target: Association for Information and Image Management (AIIM), Silver Spring, Maryland, 20910, Target AIIM MS113, paper chart (preferred) or AIIM MS112 plastic chart or equal.
- e. Density target: the optimum density target is a full-frame image, using blank paper that matches the record in color and reflectance density.
- f. A certification from the vendor that the roll contains all cases signed by the camera operator and an authorized representative of the vendor.

CASE FILES

- g. The image of each case shall begin with a target, second shall be an index sheet with the case number, third shall be the images of the documents in the case.
- h. Where there is printing or file stamps on the back of the document page, both sides of the page shall be imaged.
- i. Defect targets indicate defects to the court's records as appropriate. Typical targets: DAMAGED DOCUMENT, MISSING DOCUMENT, POOR QUALITY DOCUMENT, etc.

END OF ROLL

- j. Density target (same as j above)
- k. Resolution target (same as k above)
- l. ROLL NUMBER (eye-legible)
- m. END target (eye-legible)
- n. Clear trailer; 24 inch minimum

9. RETRIEVAL AIDS: Image marks ("blips"), in accordance with ANSI/AIIM MS8, shall be provided for all 16mm roll film applications.

10. SPLICING: Splices shall comply with ANSI/AIIM MS 18.

- a. Only ultrasonic-weld splices shall be used
- b. There shall be no more than two splices per 100' roll.
- c. Splicing shall be placed only in the clear leader at the beginning of the roll.
- d. Targeting described in paragraph 9 shall be reproduced in the retake, with the exception that 8.b. shall read START RETAKE, and 8.m. shall read END RETAKE.
- e. Splicing technical targets is prohibited.

11. FILM DUPLICATES

11.1 The maximum allowance of resolution loss on the duplicate shall not exceed one pattern from the camera original.

Description of Requested Service

11.2 Diazo

- a. Base: polyester (4.0mil thick)
- b. Size: 16mm x 100 feet
- c. Bar-gamma range: 1.10 to 1.49
- d. Dmax range: 1.50 to 1.80
- e. Dmin range: burn-out density plus 0.05 to 0.09. Example: a typical burn-out density of 0.05 should result in a Dmin of 0.10 to 0.14.
- f. Title backing for duplicate microfiche: white

11.3 Silver

- a. Base: polyester, (4.0mil thick)
- b. Size: 16mm x 100 feet
- c. Film should be sign-maintaining, negative to negative, such as Kodak 2468 and 2470.
- d. Dmin range: 2468 - 0.10 to 0.15; 2470 - 0.15 to 0.25; 2462 - less than 0.16, Dmax = 1.20 - 1.60

12. EMULSION ORIENTATION: Emulsion shall be oriented as specified in ANSI/AIIM MS 14.

13. PACKAGING: All rolls of microfilm shall be placed on 3 ¾" open reels and placed in boxes no larger than 3 7/8" square and 1" thick.

13.1 Original Silver gelatin camera film shall be packaged as follows:

Film shall be on spools as per ANSI PH1.33. Film shall be in closed plastic boxes suitable for permanent storage as per ANSI IT9.2. Spools shall fit into boxes loosely, without binding or pressure.

13.1. Duplicate film copies shall be packaged as follows:

Silver: All reels in plastic boxes, in accordance with ANSI/AIIM MS 34, the film trailer secured to the hub with plastic trailer holders.

Diazo: All reels in paper or plastic boxes, the film trailer secured to the hub with plastic trailer holders.

14. PACKAGE MARKING: The following data, machine printed, on plain white permanent adhesive labels, shall appear on the roll package edge:

Superior Court of California, Butte County Roll XXXX (where XXXX represents the roll number) Case Files Case #XXXXX thru #XXXXX (where XXXXX represents the case numbers) Film Type: SILVER ORIG. or SILVER DUPL. or DIAZO
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15. DOCUMENT FLATNESS: Folded and rolled documents shall be microfilmed absolutely flat and shadow-free. The bottom surface of each document shall be totally in contact with the camera copy board working surface.

16. QUALITY OF WORK: Each frame of microfilm shall be exposed and processed so that every line and character on the document appears on the microfilm. Film shall be free of scratches, holes in the emulsion or base, tears, finger marks, or any other defect that might adversely affect quality.

17. CONTRACTOR INSPECTION: Each roll of microfilm shall be inspected by the contractor for compliance with the requirements herein. As a minimum, each roll of film shall be inspected for resolution, density, processing quality, and general workmanship. A contractor inspection report for each roll of microfilm shall be included in each shipment.

18. QUALITY CONTROL: Images that, upon inspection, do not meet the requirements of these guidelines, will be defined as defective, and must be refiled at the contractor's expense. If the number of defective images does not exceed one image in 500 (five images per roll of 2,500 images), the defective images may be filmed as

Description of Requested Service

retakes in accordance with paragraph 10 SPLICING. If the number of defective images exceeds one image in 500, the entire roll must be refilmed.

18.1 Note that certain requirements, such as paragraph 3, RESOLUTION, and paragraph 10, SPLICING, etc. apply to the entire roll of microfilm. Should a roll of microfilm fail to meet the requirements described in these and similar paragraphs, the entire roll of microfilm must be refilmed, without consideration of the number of defective images.

19. REJECTION OF MICROFILM: When an entire roll of film is rejected by the court's inspection agent, the reject may be defaced by punching a clearly defined hole approximately 1/4" in diameter through the microfilm image or START target, without deleting the image or unit identification; or the entire leader up to the first frame can be cut from the roll. Reject film may be retained by the court.

20. SHIPMENT OF FILM FOR INSPECTION:

20.1. The film must be packed so that all edge labels are visible and facing the same direction.

20.2. Each film shipment shall include the following:

- a. Detailed packing slip, in duplicate.
- b. Photocopy of the most recent methylene blue test results.
- c. Copy of the contractor's film inspection report (see paragraph 23).

20.3. Shipment by express service only. The shipment must be insured for replacement costs, payable to the contractor, in both directions.

21. VENDOR FACILITIES: Vendor facilities shall be subject to inspection and approval by the representatives of the court, before and at anytime during the performance of the contract, to ensure production and quality control capabilities.

22. FILE INTEGRITY: Unless otherwise specified elsewhere in the contract, the documents shall be maintained in existing file order before, during, and after filming. File material shall be returned to the original storage containers in the same order that existed before filming. Corrections to file order resulting from preparation for filming shall be maintained in the subsequent refiling. Fasteners (staples, clips, tape, etc.) removed in reparation should not be restored.

C. Length of Agreement

The duration of this agreement will be three (3) years from the date of acceptance.

Vendor Response

RFQ 2210: Pricing Worksheet – First Year of Agreement

Include all costs on this form. If there are costs not enumerated on this worksheet, add additional lines for each cost element.

Item	Description	Rate	Units	Notes
1	Pickup		Box	
2	File Preparation (Remove fasteners, remove from envelopes, etc.)		Box	
3	Image Capture (5 1/2" x 8 1/2") to 16 mm silver microfilm including developing		Image	
4	Image Capture (8 1/2" x 11") to 16 mm silver microfilm including developing		Image	
5	Image Capture (8 1/2" x 14") to 16 mm silver microfilm including developing		Image	
6	Image Capture (11" x 17") to 16 mm silver microfilm including developing		Image	
7	Conversion to pdf files on CDROM, each pdf file to be named with the case file number		Image	Each case to one pdf file
8	Film duplication – 16mm, 100', Diazo		Roll	
9	Film duplication – 16mm, 100', Silver		Roll	
10	CDROM		CD	
11	Delivery (return of case files and confidential documents)		Box	
12	Delivery (microfilm and CDROMs)		Roll/CD	
13	Certified destruction of documents		Box	

Price Escalation

Indicate the annual increase, if any, to the first year Pricing Worksheet

Second year prices – First year plus ___%

Third year prices – Second year plus ___%

References

Please provide three customer references in Northern California for whom you do similar work:

Company: _____

Contact Name: _____

Telephone: _____

Company: _____

Contact Name: _____

Telephone: _____

Company: _____

Contact Name: _____

Telephone: _____

Vendor Response

Exceptions to Proposed Terms and Conditions

Note any exceptions to the proposed microfilm production requirements and terms and conditions here:

Price Quote Approval

Quote Valid Through: _____

Vendor's Name: _____

Federal Tax ID: _____

Vendor Signature: _____

Printed Name: _____

Telephone: _____

Email: _____

Submission Date: _____

Title: _____